

Request for Hearing

STEP 1 Click on the **Bankruptcy or Adversary** hyperlink, whichever is appropriate, on the **Main Menu** then click on **Miscellaneous**.



STEP 2 The **Case Number** entry screen displays.

A screenshot of the 'Case Number' entry screen. It has a title bar that says 'Case Number'. Below the title bar is a text input field containing '04-20077'. At the bottom of the screen are two buttons: 'Next' and 'Clear'.

- ◆ **Case Number** - enter a case number in YY-NNNNN format
- ◆ Click on the Next button.

STEP 3 The **select the type of document** screen displays.

A screenshot of the 'select the type of document' screen. It features a list box with the following options: 'Reaffirmation Agreement', 'Recision of Reaffirmation Agreement', 'Redemption Agreement', 'Registration of Foreign Judgment', 'Report (Generic)', 'Request for Admissions', 'Request for Entry of Order of Instruction Regarding Wages', and 'Request for Hearing'. The 'Request for Hearing' option is highlighted. Below the list box are 'Next' and 'Clear' buttons. A mouse cursor is pointing at the 'Request for Hearing' option.

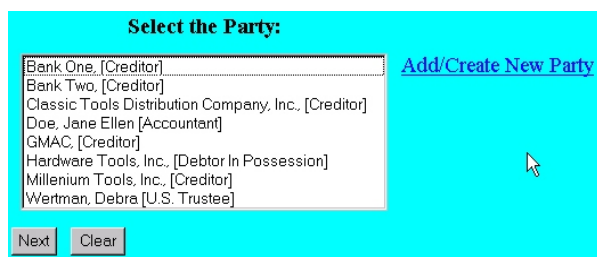
- ◆ Scroll through the options and highlight **Request for Hearing**.
- ◆ Click on the **Next** button.

STEP 4 The **Joint filing with other attorney(s)** prompt displays.

A screenshot of the 'Joint filing with other attorney(s)' prompt. It shows a checkbox with the text 'Joint filing with other attorney(s)' next to it. Below the checkbox are 'Next' and 'Clear' buttons.

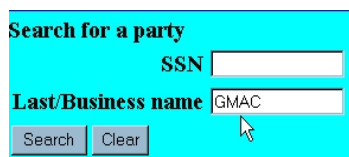
- ◆ Click in the **Joint filing with other attorney(s)** box if this is a joint motion to add any additional attorneys.
- ◆ Click on the **Next** button.

STEP 5 The **Select the Party** screen displays.



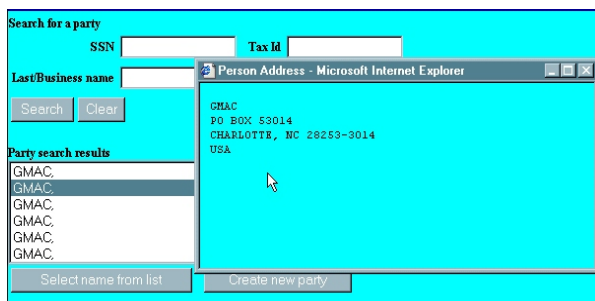
- ◆ If the name of the party appears, click on the name, click on the **Next** button and go to **Step 10**.
- ◆ If name does not appear, click on **Add/Create New Party**.

STEP 6 The **Search for a party** screen displays.



- ◆ **Last/Business name.** Enter at least one character of party's last name or business name, using upper or lower case characters (is not case-sensitive). Do not search by using the *SSN* (Social Security Number), *Tax Id* number.
- ◆ Click on the **Search** button.

STEP 7 The **Party search results** screen displays.



- ◆ If the party's name appears, click on it so that it becomes highlighted, verify address from pop-up screen that appears, then click on the **Select name from list** button.
- ◆ If party's name is not found, click **Create new party** button and go to **Step 9**.

STEP 8 The **Party Information** screen displays.

Party Information

GMAC Financial Services SSN: Unknown

Office Address 1

Address 2 Address 3

City State Zip

County Country

Phone Fax

E-mail

ProSe Role

Party text

- ◆ Modify and/or verify information, if applicable. It is not necessary to add an address, as notices will go to the attorney representing that party.
- ◆ **Role** - click on drop down box and select appropriate party role (e.g. Creditor (cr:cr)).
- ◆ **Party Text** - add additional information such as '*A West Virginia Corporation*' in the box provided.
- ◆ Click on **Submit**; proceed to **Step 10**.

STEP 9 If you selected **Create New Party** from the **Select the Party** screen, a new **Party Information** screen displays.

Party Information

Last name First name

Middle name Generation Title

SSN Tax ID

Office Address 1

Address 2 Address 3

City State Zip

County Country

Phone Fax

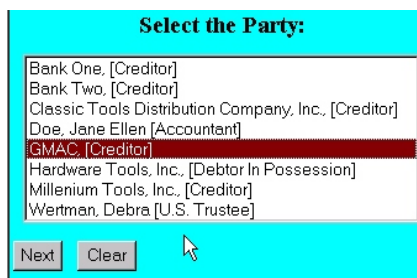
E-mail

ProSe Role

Party text

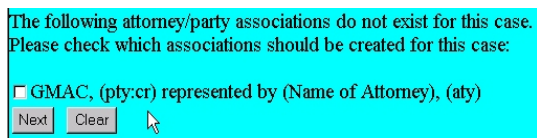
- ◆ Enter the party information in appropriate fields. It is not necessary to add an address, as notices will go to the attorney representing the party. Use the **Last name** field for last name or full business name. Press the **[Tab]** key to advance to the **First name** field and enter first name.
- ◆ **Role** - click on the arrow in the box to the right and select the new person's role (e.g. Creditor (cr:cr)).
- ◆ Click on the **Submit** button.

STEP 10 The **Select the Party:** screen displays.



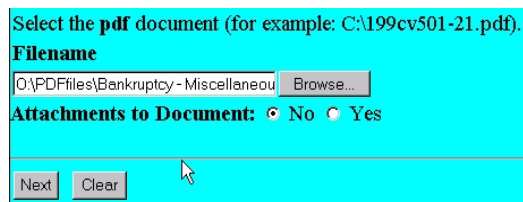
- ◆ Click on the filing party.
- ◆ Click on the **Next** button to continue.

STEP 11 If the **Association** box displays and you are filing on behalf of a creditor and have not made a previous appearance, check the box to associate you as the attorney for the party selected/added.



- ◆ Click on the **Next** button.

STEP 12 The **Select the pdf document** screen displays.



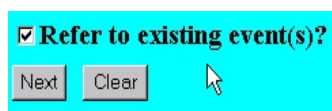
- ◆ Type the path and file name in the blank box, or
- ◆ Click on the **Browse** button to navigate to the appropriate directory and file.
- ◆ To attach documents, (e.g. an exhibit, appendix):
 - ▶ Click on the 'Yes' radio button
 - ▶ Click on the **Next** button.

STEP 13 The **Certificate of Service?** screen displays.



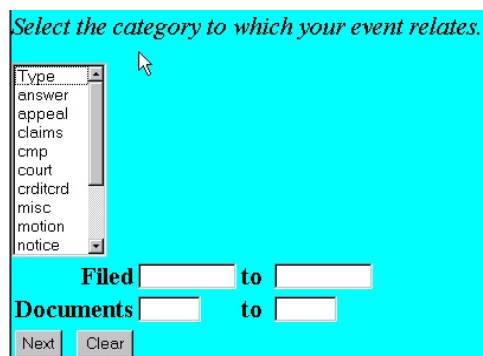
- ◆ Type a lowercase ‘y’ if your motion contains a Certificate of Service or a lowercase ‘n’ if you are not filing a Certificate of Service.
- ◆ Click on the **Next** button

STEP 14 The **Refer to existing event(s)?** screen displays.



- ◆ Check the box and click on the **Next** button.

STEP 15 The **Select Category** screen displays.



- ◆ Scroll through the available options to locate the category of choice. Click on the category to highlight. If you do not know the category, left-click on your mouse, drag down list to highlight all categories.
- ◆ Enter a date range if necessary.
- ◆ Enter a range of documents if necessary.
- ◆ Click on the **Next** button.

STEP 16 The **Select Appropriate Event** screen displays.

Select the appropriate event(s) to which your event relates:

☒ 03/24/2004 1 Application by Debtor In Possession Hardware Tools, Inc. to Employ Attorney J. Bailey as Attorney with Certificate of Service. (Attachments: # (1) Proposed Order Granting Motion to Employ Counsel) (gjb) (Terminated)

☐ 03/24/2004 2 Motion by Debtor In Possession Hardware Tools, Inc. to Employ and Compensate John Allen Doe as CEO at the rate of \$200.00 with Certificate of Service. (Attachments: # (1) Proposed Order Granting Motion to Employ and Compensate Officer) (gjb)

- ◆ Click on the **radio** button next to the appropriate event to create the linkage between the two documents.
- ◆ Click on the **Next** button.

STEP 17 A **Docket Text: Modify as Appropriate** screen displays.

Docket Text: Modify as Appropriate.

Request by Creditor GMAC for Hearing Re: [35] Motion for Miscellaneous Relief, filed by Creditor GMAC with Certificate of Service. ((Name of Attorney),)

Next Clear

- ◆ Add additional text in the box provided if appropriate.
- ◆ Click on the **Next** button.

STEP 18 The **Docket Text: Final Text** screen displays. This is the **LAST** opportunity to verify the accuracy of the information. Submission of this screen is **final**.

Docket Text: Final Text

Request by Creditor GMAC for Hearing Re: [35] Motion for Miscellaneous Relief, filed by Creditor GMAC with Certificate of Service. ((Name of Attorney),)

Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.

Next Clear

- ◆ Verify the final docket text. If correct, click **Next**.
- ◆ If the final docket text is incorrect, you must click on your **Browser's Back** button to correct your entries.
- ◆ Click on the **Next** button.

STEP 19 The **Notice of Electronic Filing** screen will display showing the essential data for this filing. Scroll down to view the entire receipt.

Notice of Electronic Filing

The following transaction was received from (Name of Attorney), entered on 7/13/2004 at 3:30 PM EDT and filed on 7/13/2004

Case Name: Hardware Tools, Inc.

Case Number: [2:04-bk-20077](#)

Document Number: [66](#)

Docket Text:
Request by Creditor GMAC for Hearing Re: [35] Motion for Miscellaneous Relief, filed by Creditor GMAC with Certificate of Service. ((Name of Attorney),)

The following document(s) are associated with this transaction:

Document description:Main Document
Original filename:G:\PDEfiles\Bankruptcy - Miscellaneous.pdf